

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1035 A-2

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RECORDS RETENTION AND DISPOSAL SCHEDULE

MVA - Vehicle Emissions Inspection Program

Item No.	Description	Retention
	<u>AMENDMENT TO CHANGE SCHEDULE 1035 A</u>	
10.	<u>LICENSED FLEET TESTING FACILITIES</u>	
	<p>This file contains all records pertaining to businesses or governmental bodies which have applied for and/or have been authorized to perform emissions tests.</p>	<p>Retain at VEIP as long as the license is valid. If license is not renewed, retain at VEIP for one (1) year then forward to State Records Center for retention for five (5) years then destroy.</p>
	A. FLEET VIRS	
	<p>This file contains yellow copy of Vehicle Inspection Report sent to VEIP by Fleet Testing Facility.</p>	<p>Retain in VEIP for two (2) years then destroy locally.</p>
	<u>AMENDMENT TO CHANGE ITEM 11 IN SCHEDULE 1035</u>	
11.	<u>certified Repair Facilities</u>	
	<p>This file contains all records pertaining to businesses or governmental bodies which have applied for and/or have been authorized to perform emission related repairs.</p>	<p>Retain at VEIP as long as the license is valid. If license is not renewed, retain at VEIP for one (1) year then forward to State Records Center for retention for five (5) years then destroy</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

02/08/89 *Richard H. Hester* Director
Date Signature Title

2/27/89 *Edward J. Gung* State Archivist
Date Signature